

**PHILIP MORRIS USA
REVIEW OF INVOICES TO BE PAID**

To: J. Sansone

Number: _____

Vendor Name: _____ Vendor #: _____

Invoice Amount: 5,582.00 Invoice #: DNY 500597

The enclosed invoice cannot be processed for the following reasons:

- () 1. **Authorized Approval:**
In accordance with the monetary approval manual, you have been assigned the responsibility of approving the enclosed before payment can be made. If the attached is in order, please sign the enclosed.
- () 2. **Additional Approval:**
 - (a) The attached invoice amount exceeds your monetary level, please acquire appropriate approval on the attached.
 - (b) The attached invoice for dues/expenses requires the approval of immediate supervisor.
 - (c) Sponsorship requires V.P. approval.
 - (d) First class travel requires V.P. approval.
 - (e) Professional service requires V.P. approval.
- () 3. **Support of Payment:**
 - (a) Please attach *original* invoice; statements are not acceptable.
 - (b) Please attach documents supporting the enclosed. Items requiring documentation are indicated by an asterisk(*).
 - (c) Please attach contract, letter of agreement or approved estimate.
 - (d) Contract expired or exceeds contracted amount. Please attach new contract or addendum for invoice submitted.
- () 4. **Meals and Entertainment Charges:**
 - (a) Please state business purpose or business matters discussed.
 - (b) Please furnish a list of attendees or an invitation list for the event.
- () 5. Please submit on an employee expense statement.
- () 6. Invoices must be billed/addressed to PM-USA for direct payment.
- () 7. Please state why no purchase order was requisitioned and have explanation approved by your supervisor.
- () 8. Please provide vendor's Federal tax id. number if incorporated; if not incorporated, provide SSN.
- () 9. Please provide accounting code for attached invoice. Contact the Budgets group for assistance if necessary.
- () 10. The attached invoice was previously paid.
Check # _____ Check date _____
- (✓) 11. Other, explained below.

After you have taken the necessary action, please return to the PM-USA Accounts Payable Department 120/15. **Please do not detach this form.**

Thank You!

3/7 D. Fashola Ext. 2279
Date PM-USA Accounts Payable

2071196807